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HISTORIC  
FRANKLIN  
TENNESSEE

February 20, 2018

REQUEST FOR QUALIFICATIONS (RFQ)

YOU ARE INVITED TO SUBMIT A STATEMENT OF QUALIFICATIONS:

FOR PROFESSIONAL ARCHITECTURAL AND PLANNING CONSULTING SERVICES AND  
PREPARATION OF A NEEDS ASSESSMENT REGARDING CITY HALL SPACE

*DEADLINE FOR SUBMITTALS FRIDAY, MARCH 28, 2018 AT 2:00 PM.*

**NOTICE IS HEREBY GIVEN** that the City of Franklin, Tennessee, will receive Statements of Qualifications in the Office of the City Administrator, City Hall, 109 3<sup>rd</sup> Avenue South, Suite 103, Franklin, Tennessee, 37064, until **2:00 PM (Central Time), March 28, 2018** for the following: **Architectural and Planning Services for The City of Franklin's City Hall Needs Assessment – City Contract No. 2017-0347**. The document can all be found on the web at [www.franklintn.gov](http://www.franklintn.gov). Go to the “What’s New” tab to “Business Opportunities with the City” there you will see the Projects and Facilities Management tab.

Documents are on file and available for examination at the Office of the City Administrator of Franklin, Tennessee, located at 109 3<sup>rd</sup> Avenue South.

The envelope containing the Statement of Qualifications must be sealed and contain the words “Statement of Qualifications for Architectural and Planning Services for the City of Franklin's City Hall Needs Assessment – City Contract No. 2017-0347.”

Statements of Qualifications received more than ninety-six (96) hours—excluding Saturdays, Sundays, and holidays—before the time set for submittal of qualifications, as well as Statements of Qualifications received after the time set for submittal of qualifications, shall not be considered and will be returned unopened.

The Board of Mayor and Aldermen of Franklin, Tennessee, shall reserve the right to reject any and all Statements of Qualifications if said body deems it necessary and in the best interest of the citizens of Franklin, Tennessee. Additional information may be obtained by contacting Mr. Brad Wilson, Facilities Project Manager, Office (615) 550-6628 - Mobile (615) 557-7328, [brad.wilson@franklintn.gov](mailto:brad.wilson@franklintn.gov).



## **NOTICE TO RESPONDENTS**

In addition to invitations issued to prospective respondents, a notice will be published in the Williamson Herald newspaper and posted on the City's website to solicit additional responses from any other interested qualified firms.

There may be one or more amendments to this solicitation. If your company desires to submit a proposal to the RFQ please print out and submit to the COF Project Manager This Notice to Respondents once you have made your decision. Copies and or notices of any such amendments or additional information will be sent out as soon as possible you must provide the information requested below to City Administration. Please send this information to Mr. Brad Wilson, Facilities Project Manager, (615) 550-6628, [brad.wilson@franklintn.gov](mailto:brad.wilson@franklintn.gov) City Administration will send amendments only to those firms that complete and return this form in a timely manner. The return of this requested information form may be made by email only.

**RFQ Reference**                      **Request for Qualifications for Architectural and Planning Services for the City of Franklin's City Hall Needs Assessment – COF Contract No. 2017-0347**

**Company Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (City)                      (State)                      (Zip)

**Telephone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_



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**Amendments will be issued via email only.** Any alteration to the documents by the proposer may be grounds for rejection of the Statement of Qualifications or cancellation of any subsequent award.

## **PROJECT INFORMATION:**

### **I. Project Description**

The City of Franklin, Tennessee, solicits Statements of Qualifications from interested, qualified firms and/or groups to work with a newly formed City Hall Advisory Committee made up of community members and City staff to develop information to help upper management of the City and the City's Board of Mayor and Aldermen in understanding whether the City's program services and space needs anticipated over the next 20 years or more would best be met by remodeling/restructuring or replacing the current City Hall facility.

A City Hall space needs-assessment that was created around 2008/2009 should be used to inform the development of the community's current vision. Design services are not to be included in this stage as this project is only to provide a needs assessment.

### **II. Anticipated Scope of Services**

The City is seeking a professional space needs-assessment along with planning consulting services from an interested, qualified firm (or group) for a thorough and objective program services and space needs-assessment. The plan is to address both short-term and long-term goals along with an understanding of current space needs and based on a future staffing for a minimum of 20 years. City Hall would and will remain in the downtown location that it currently encompasses on the square. The plan for a new or remodeled facility could be to remodel or demolish a portion of the existing City Hall while some services could be maintained in the remaining portion of the existing facility, and then for that remaining portion to be remodeled or demolished after new space becomes available.

Along with looking at remodeling or replacing the existing facility, the City seeks an understanding of the condition and limitations of the existing facility, including how the current facility is seen regarding the condition of the site property, interior conditions, working environment, natural lighting, space for staff, and future growth capabilities.

## **PHASE I: Requirements**

The Services and Needs Assessment shall recommend the optimal amount of square footage needed to accommodate the 20-year plus projection for the future City staffing needs and projected services utilizing the relevant elements of the City's previous space needs-assessment as well as input from the community,



the City Hall Advisory Committee, city staff, and other sources to project the future facility needs of the City.

A. Requirements.

1. Evaluation of existing site and/or land, parking, and facility pertaining to maintenance cost associated with the existing facility.
2. Detailed space requirement standards with total space requirements developed in Excel spreadsheet format for each department and for each position based upon employee position types or job families for each City department to be housed in the facilities.
3. Typical common area needs-calculations for hallways, lobby areas, meeting spaces, break rooms, storage, filing, restrooms, copy and printing centers, storm shelters, and other requirements for City departments as identified through the process.
4. Parking requirements calculated for the project to accommodate staff, customers, and public participation at community meetings/events.
5. Special space requirements calculated for individual departments, such as permit/plans review centers for Planning & Sustainability, Engineering, and Building and Neighborhood Services. Break out spaces for most or all facilities such as Administration, Finance, HR, Fire, IT, and records storage spaces along with additional offices that are private and some are sound proof. A City Boardroom area/meeting space, City Court Space with modern public address and multimedia technology along with emergency power for parts or all of City Hall.
6. Site-related security considerations for the facility.
7. Calculations for staff growth and space demands within the 20-year time frame.
8. Phasing of future expansion of City Hall to accommodate staff and service needs beyond 20 years should be considered.
9. Evaluate white box and potential rental spaces for other agencies for ground floor spaces along Third Avenue.
10. Redevelopment opportunities, including cost to construct compared to possible payback to the City relative to local lease rates if leasing is considered. .
11. Evaluation of cost and feasibility to build a new on-site City Hall Facility and/or cost per square foot.
12. Evaluation of cost and feasibility to efficiently modify the existing facility to meet the determined 20-year-plus need for a City Hall facility at its permanent and current location.

B. Review of Current Facilities. Inventory current facility infrastructure and public services within the City Hall facility along with site conditions and research perceived future needs of the various City departments. Identify any significant deficiencies in the existing facility and/or site. Develop a report on the existing facility in regard to condition, current maintenance required, and short- and long-term operation.

C. Plan. Define implementation steps and milestones necessary to fulfill the needs identified, coordinating the identified scope of work. Identify future needs of the 20-year time frame in terms of excess square footage.



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## Statement of Qualifications

The Statement of Qualifications should indicate: (a) an interest in developing a Services and Needs Assessment and evaluation of the current site and its use with existing City of Franklin structures, i.e., Second Ave parking garage; (b) the availability of the firm's resources for completing all components for the project; (c) the firm's contact information (address, telephone, email); (d) all proposed team members, describing their skills and backgrounds relevant to developing and producing a Services and Needs Assessment of similar scope, as well as describing the firm's experience with preparing a Services and Needs Assessment. Include at least three projects the firm has completed that are somewhat similar to the project described in this request.

For each project, provide the following information:

- Name, address, and telephone number of the client.
- The elements of the projects that are common to the project proposed above.
- Name of the firm's project manager and personnel who worked on each project with a brief description of their responsibilities.

## Submittal Format

### Methodology

Selection for the award of this contract will be done in a two-step process. The first step will be to review and evaluate the submitted statements based on qualifications. The second step will involve short-listing firms for a formal interview process.

The responding firm must meet all qualification requirements—or show capability of meeting all qualification requirements—or the firm's Statement of Qualifications will be disqualified as being nonresponsive. The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. Brevity of text will be appreciated.

### Statement of Qualifications Format

To standardize and simplify the Statements of Qualifications for comparison and evaluation of the responding firms, all submittals must be organized in the manner set forth below, separated into separate sections, and appropriately titled. All information and materials shall be provided under a single cover. The Statement of Qualifications shall be submitted on no more than 15 pages (7 ½ pages if double-sided), 8 ½" x 11" pages and shall be organized and numbered to correspond to Section I through III. **Submittals**



to the City of Franklin shall be a total of six (6) hardcopies in a binder format along with one (1) electronic copy (CD or USB drive).

**Section I (3 Pages Max)** – Title/Cover Page, Table of Contents, and Letter of Interest: The Title Page should identify the project; the name of the firm, name of the firm’s primary contact, address, telephone number, fax number and email address. The Table of Contents shall contain the sections and corresponding page number for the items listed below. All pages of the Statement of Qualifications must be clearly identified, consecutively numbered, and must correspond to the Table of Contents.

**Section II (7 Pages Max)** – Business Organization: State the full name and address of the firm’s organization and branch office(s), if applicable, that will provide the services herein. The Principal-In-Charge of the office performing the work shall be identified, as well as other team participants assigned to the project. Include qualifications and job assignments of the various team members assigned to the project. The Statement of Qualifications shall contain a realistic projection of the percentage of work that will be performed within the disciplines of the local office. Any work to be performed outside the local office shall be identified, and the percentage of work and the location of the office performing the work must be included in the Statement of Qualifications.

**Section III (5 Pages Max)** – Provide three (3) case histories or three (3) **Facility Needs Assessments** completed by the firm in the last five (5) years. Location, fee, and reference (contact person) shall be included for each project listed.

## Selection Process

Responses to the request for qualifications will be evaluated based on their clear ability to meet the City’s interest in quickly and efficiently developing a Services and Needs Assessment consistent with the project description contained in this request. The responses will be rated accordingly to the criteria detailed below. This may result in either the selection of a firm (or group) or in a short list of firms (or groups) that will be asked to provide additional information at an oral interview. The selected finalist will be asked to begin final negotiations immediately. Final approval of an agreement will rest with the Board of Mayor and Aldermen. The following selection criteria will be utilized to evaluate submittals:

- A. Experience and qualifications: Experience and qualifications of the firm—as well as of key personnel to be assigned to the project—with projects of similar scope and for clients of similar description. Quality and relevance of the identified client references. Any conflicts of interest between the firm and/or key personnel and the City. Whether the firm has the financial wherewithal to perform the services anticipated by the Request for Qualifications.



- B. Unique strengths of the potential service provider: Exceptional, value-added features or capabilities of the firm and/or individuals that would be assigned to the project/client. Identifiable differentiation(s) between the firm and its competition. Unique strengths of the response submittal.
- C. Thoroughness and quality of response submittal: Thoroughness and degree of responsiveness of the response submittal to the entire procurement solicitation. Degree to which the response submittal conveys an understanding of the City's needs. Degree to which the response submittal describes the likely results of the City accepting the respective response submittal and whether those results would address the City's purpose and objective.

### **Agreement for Services**

The selected firm (or group) will be expected to enter into a standard Professional Services Agreement in a timely fashion. Insurance requirements as determined by the City of Franklin Risk Manager shall be included in the services agreement package:

1. General Liability
2. Professional Liability

### **City Contact**

Questions should be submitted to Brad Wilson (Project and Facilities Manager) at [brad.wilson@franklintn.gov](mailto:brad.wilson@franklintn.gov). Replies to questions will be sent via electronic mail to all firms (or groups) requesting to be on the list for this RFQ. Please send your electronic mail address to Brad Wilson [brad.wilson@franklintn.gov](mailto:brad.wilson@franklintn.gov) upon receipt of this RFQ to ensure receiving a copy of all questions and responses.

City of Franklin  
Administration Department  
109 3<sup>rd</sup> Ave South, Suite 103  
Franklin, TN 37064  
Attn. Brad Wilson

Proposals submitted by any means other than mailing, courier delivery, or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

### **Terms, Conditions, and Disclaimers**

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available





via written amendment throughout the process. No representation or warranty is made with respect thereto.

2. Respondents to the RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ, and to either substantially modify or terminate the Project at any time prior to final execution of a contract. The City also reserves the right to choose not to proceed with this project or to re-issue the request for qualifications. The City reserves the right to postpone the opening of the responses and to reject all responses without indication of any reasons for such rejection. The City shall not be responsible for any cost incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or for the interview process. The Firm or responding firm shall bear all costs relating to their response to this RFQ, including submitting information, copies, and time spent in interviews or negotiation with the City prior to final selections.
4. Nothing contained herein shall require the City to enter into exclusive negotiations, and the City reserves the right to amend, alter, and revise its own criteria in the selection of a respondent without notice.
5. The City reserves the right to request clarification of information submitted and to request additional information from any request.
6. Nothing contained herein shall require or create an agreement between parties to contract or enter into an agreement regarding a full architectural design of facility.
7. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualification or proposal except in the course of a City sponsored presentation.
8. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
9. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for Services and Needs Assessment. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
10. All submittals and accompanying documentation will become the property of the City, will not be returned, and will become public documents subject to public disclosure with limited exceptions. The State of Tennessee public disclosure act requires public agencies in Tennessee to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFQ process shall be considered public documents.
11. The City of Franklin, Tennessee, encourages submittals from firms that demonstrate a commitment to equal employment opportunity.
12. Entering into a contract for Services and Needs Assessment by no means will advance the firm during the RFQ or RFP process for construction of a new City Hall or reconstruction of the current City Hall.

Thank you for your time and attention.





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Brad Wilson  
Project and Facilities Manager  
Office (615) 550-6628  
Mobile (615) 557-7328